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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030026-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 10 March 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

(1) Photographic film and similar items, whose physical qualities are subject to deterioration while in storage, have been stored separately, according to condition, for the purpose of expediting correct processing of requisitions. The governing directive is Supply Division Letter No. 22, "Storage and Issue of Batteries, Photographic Film Paper and Flash Bulbs, and X-Ray Films."

25X1C (2) A conference was held with personnel from Supply Division Headquarters for the purpose of coordinating the movement of surplus material [REDACTED] and to examine ways to expedite the Depot stock purification program.

b. Supply Training: (continued item)

(1) The headquarters portion of the Supply Division phase of the Sixth Logistics Support Course was successfully completed Friday, 4 March 1955. Eleven personnel are taking the [REDACTED] phase. 25X1A [REDACTED] one of the students, will be Training Moderator for the group while at [REDACTED]

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(2) [REDACTED] of the Planning Staff are receiving orientation and briefing in the mission, functions, and responsibilities of the Supply Division.

2. PROJECT AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

(1) The panels of the Master Supply Catalog are being reused to reflect the changes and additions published in the Catalog Change Bulletin No. 1.

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(2) Typing and mounting of Class 5930, Switches, will be initiated as soon as the Master Catalog is brought up-to-date.

(3) Catalogers are completing their final checking of the following classes prior to delivering them for typing and Flex-O-Print processing:

- (a) Class 5910 - Capacitors
- (b) Class 5915 - Filters and Networks
- (c) Class 5925 - Circuit Breakers
- (d) Class 5950 - Transformers
- (e) Group 84 - Clothing and Individual Equipment

25X1A b. [REDACTED] (continued item) }

Nothing new to report.

c. Requirements Forecast: (continued item)

(1) Requirements Forecasts, FY1956 and FY 1957:

Final machine listings of gross material requirements and costs have been received from the Machine Record Division. Copies of such listings, as well as tabulations of costs of administrative and housekeeping support to be furnished by [REDACTED] overseas to FE and EE field stations, are in the process of distribution to the forecasting echelons. The support will be obtained as follows:

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	<u>Method</u>	<u>FY 1956</u>	<u>FY 1957</u>
25X1A	Agency Depots	\$ 7,581,771	\$4,904,116
	[REDACTED]	2,328,630	2,313,928
	Offshore Procurement	<u>2,960,937</u>	<u>2,248,984</u>
	Total	\$12,871,338 -	\$9,467,028

d. Supply Regulations: (continued item)

25X1A (1) [REDACTED] This handbook is being editorially reviewed by the Regulations Control Staff.

25X1A (2) [REDACTED] Detached Station Supply Procedures: This handbook is being editorially reviewed by the Regulations Control Staff.

25X1A (3) [REDACTED] Replacement Standards for Administrative Equipment: Work on this regulation is temporarily suspended.

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(4) [REDACTED] The draft copies of these proposed issuances were returned by AS/OL for further consideration and development.

25X1A (5) [REDACTED] Storage and Issue of Hazardous Materiel: The initial draft of this proposed publication is still under review.

25X1A (6) [REDACTED] Material Caching: Comments have been received from working level coordination and are being evaluated. ✓

25X1A (7) [REDACTED] Quarters Furniture and Furnishings: Draft copy of this proposed regulation has been given to AS/OL for administrative and policy review prior to being sent out for working level coordination.

25X1A (8) Forms: Requests for Approval of Forms and reproduction requisitions are being prepared for the new forms to be used in conjunction with [REDACTED] After the handbooks are published and forms are reproduced, sets of the forms will be forwarded to applicable stations to permit requisitioning of desired quantities. *good*

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

One shipment for WH Division requiring special coordination for expeditious delivery received special handling through [REDACTED]

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b. Special Ordnance Materials: (continued item)

(1) Two members of the Ordnance Branch are at an east coast arsenal in connection with the surveillance inspection of Agency-owned ordnance materiel.

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c. Safe Files: (continued item)

We have been advised that GSA has placed an order for safe files with Herring-Hall Marvin and that delivery is expected within thirty to forty-five days. The Agency has 300 each four-drawer and 50 each two-

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drawer legal size safe files on order, with 81 four-drawer legal size safe files in stock and 298 due out to various organizations.

d. European Trip: (continued item)

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The dispatch on Mr. Garrison's trip report on the [REDACTED] has been re-sent to the Senior Representative, [REDACTED]. The portion of the original dispatch covering the deficit was removed as that problem is being resolved by a Report of Survey, which is en route to headquarters.

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e. Consolidated Memorandum Receipts on Detached Stations: (continued item)

Two Consolidated M/Rs have been returned from detached stations for reconciliation against headquarters records, leaving fifteen still outstanding. Follow-up cables have been sent to four of these stations.

f. Surplus Property: (continued item)

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Forty-nine line items of excess or surplus property have been disposed of [REDACTED]

[REDACTED]

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h. Vehicle Inventories from Overseas Stations: (new and continued item)

(1) Reconciliation of the vehicle inventory of the [REDACTED] with headquarters records is now in progress.

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(2) A complete inventory of vehicles has been received from the [REDACTED] Stations. This inventory will be reconciled with headquarters records.

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i. Supply Support for Generators [REDACTED] (new and completed item)

Two members of the Division attended a meeting with the Planning Staff to determine the logistical support required for stand-by diesel generators [REDACTED]. The generators to be supplied for this purpose

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are presently at [REDACTED] and have enough spares packaged with them for one year's heavy stand-by operation. Replacement spares requirements were determined in conjunction with the Office of Communications. Such spares will not be stocked overseas, but will be shipped from the ZI as replacements for parts used.

j. Standardization of Headsets: (new and completed item)

A meeting was held with representatives of the Office of Communications, TSS, Catalog Branch, and Stock Management Section to initiate action regarding the standardization of headsets, with particular attention being given to cord termination data. Firm requirements were obtained from TSS with the Office of Communications committed to supply the requirements at a later date. Firm identification is being accomplished by the Catalog Branch. It is anticipated that some modification must be made to the 'on hand' stock before the program is completed.

*in quantity
or
quality*

k. Foreign Manufactured Items: (new and completed item)

A stock level review is being conducted of foreign manufactured items in all material groups and replenishment requisitions will be forwarded to Procurement Division where appropriate.

4. MAJOR PROBLEMS:

None

Not None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.



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OL/SD/TJD:dmg (10 Mar. '55)

Distribution:

Orig & 4 - Addressee

1 - SD official file

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